

HOW TO APPLY

Important Instructions For Filling Online Application Form:

1. Before filling up the application form, the candidates are advised to carefully go through the full advertisement published on the Institute's website www.nii.res.in, followed by visiting "Announcements" tab from where you will be redirected to Registration page for filling the basic information. At basic information page, applicants have to fill their details keeping the point in mind that only one application can be registered against one valid mobile no. and email id.
2. Interested candidates fulfilling the eligibility criteria as mentioned in the advertisement can submit online application by logging onto the Institute's website www.nii.res.in. Applications will not be accepted through any other mode. Candidates are advised to apply online well before the closing date and not to wait till the last day for filling up the application to avoid the possibility of inability/failure to log on to the website on account of website congestion, heavy load on the internet.
3. Before applying online, applicants must ensure that they have valid e-mail id, Mobile Number, all essential Educational, Experience, Caste Certificates etc., scanned jpeg/jpg passport size colour photograph of maximum size 20-50 KB, signature of maximum size of 10-20 KB each for filling in the correct details and uploading the photograph/signature respectively. The mobile number, e-mail-id entered in the application form should remain valid for atleast 01 year. No change in the mobile number, e-mail-id will be allowed once entered. The Institute will not be responsible for any loss of e-mail/SMS sent, bouncing of e-mail/SMS due to invalid/wrong e-mail id/mobile number provided by the candidate provided by the candidate or due to any other reasons.
4. After successful registration of your basic details, an automatically generated Registration number and password will be sent via email to the registered email id and also SMS will be sent to the registered mobile number.
5. After login, fill the further details regarding the post to be applied, personal and family details, Educational & Experience details, Caste details, Correspondence address, Permanent address etc.
6. Applicants will have to fill up Educational Qualification right from matric (Xth) onwards as prescribed in the advertisement for successful registration. In absence of appropriate educational details as per the advertisement, candidature of applicants will be cancelled.
7. After filling up all the details, the applicants will have to press SUBMIT button to save the data, once saved you cannot modify the data, so do check before finally submitting the application. After final submission of application, you will be redirected to the payment page. You can pay the required application fee with Debit Card/Credit Card/Net Banking/Paytm Wallet as per your convenience. All applicable service charges, bank charges etc. shall be borne by the candidate only.
8. After successful payment, you can upload your colour scanned photograph and signature. After successful upload, the process of online application will be completed.
9. Print the registration form to ensure that the application has been successfully registered. Registration Slip, email confirming of registration, and proof of payment of application fee should be retained by the applicant for all future correspondence with the National Institute of Immunology (NII), New Delhi.
10. For any queries or clarification regarding the advertisement, you may contact through the below helpline numbers on any working day from 10.00 AM to 6.00 PM.
 - a.For Technical Assistance : - **+91 9582864201**
 - b.For Payment related Issue : - **+91 9582634204**
11. Request for change/correction in any particulars in the application form shall not be entertained after last date of submission of online application. The National Institute of Immunology New Delhi for online registration of various posts as mentioned in advertisement will give only one-time permission to applicant to change/make correction in upload documents of application. The corrected application form will be treated as final. NII will not entertain any further request for any kind of change/correction to entry in the application form.

Browser Settings

Please Set The Following Settings To Ensure That The Application Process Is Error Free.

Mozilla Firefox

- a. In the address bar, type about: config and press Enter.
- b. Click "I'll be careful, I promise" if a warning message appears.
- c. In the search box, search for JavaScript. Enabled
- d. Toggle the "JavaScript. Enabled" preference (right-click and select "Toggle" or double-click the preference) to change the value from "false" to "true".
- e. Click on the "Reload current page" button of the web browser to refresh the page.

Google Chrome

- a. On the web browser menu click on the "Customize and control Google Chrome" and select "Settings".
- b. In the "Settings" section click on the "Show advanced settings..."
- c. Under the "Privacy" click on the "Content settings..."
- d. When the dialog window opens, look for the "JavaScript" section and select "Allow all sites to run
- e. JavaScript (recommended)".
- f. Click on the "OK" button to close it.
- g. Close the "Settings" tab.
- h. Click on the "Reload this page" button of the web browser to refresh the page.

Internet Explorer

- a. On web browser menu click "Tools" icon and select "Internet Options".
- b. In the "Internet Options" window select the "Security" tab.
- c. "Security" tab click on the "Custom level..." button.
- d. When the "Security Settings - Internet Zone" dialog window opens, look for the "Scripting" section.
- e. In the "Active Scripting" item select "Enable".
- f. When the "Warning!" window pops out asking "Are you sure you want to change the settings for this zone?" select "Yes".
- g. In the "Internet Options" window click on the "OK" button to close it.
- h. Click on the "Refresh" button of the web browser to refresh the page.

(Internet Explorer < 9)

- a. On web browser menu click "Tools" and select "Internet Options"
- b. In the "Internet Options" window select the "Security" tab.
- c. On the "Security" tab click on the "Custom level..." button.
- d. When the "Security Settings - Internet Zone" dialog window opens, look for the "Scripting" section.
- e. In the "Active Scripting" item select "Enable".
- f. When the "Warning!" window pops out asking "Are you sure you want to change the settings for this zone?" select "Yes".
- g. In the "Internet Options" window click on the "OK" button to close it.
- h. Click on the "Refresh" button of the web browser to refresh the page.

Opera

- a. Click on "Menu", over mouse on the "Settings" then hover mouse on the "Quick preferences" and mark the "Enable JavaScript" checkbox.
- OR
- b. If "Menu bar" is shown click on the "Tools", hover mouse on the "Quick preferences" and mark the "Enable JavaScript" checkbox

Apple Safari

- a. On the web browser menu click on the "Edit" and select "Preferences".
- b. In the "Preferences" window select the "Security" tab.
- c. Security tab section "Web content" mark the "Enable JavaScript" checkbox.
- d. Click on the "Reload the current page" button of the web browser to refresh the page.